



UTAH VALLEY UNIVERSITY

Policies and Procedures

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Proposed Policy Number and Title: 425 Scheduling Campus Facilities		
Existing Policy Number and Title: 425 Scheduling Campus Facilities		
Approval Process*		
<input type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
X Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

Draft Number and Date:	<u>Stage 4, Board of Trustees, March 20, 2014</u>	
President's Council Sponsor:	<u>Val Peterson</u>	Ext. <u></u>
Policy Steward:	<u>Jim Michaelis</u>	Ext. <u></u>

POLICY APPROVAL PROCESS DATES	
Policy Drafting and Revision Entrance Date: <u>08/15/2011</u> University Entities Review Entrance Date: <u>05/30/2013</u> University Community Review Entrance Date: <u>02/13/2014</u> Open Feedback: <u>02/18/2014</u> Close Feedback: <u>03/18/2014</u> Board of Trustees Review Entrance Date: <u>03/20/2014</u> Approval Date: <u>MM/DD/YYYY</u>	POST APPROVAL PROCESS Verify: <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update Policy Office personnel who verified and posted this policy to the University Policy Manual Name: <u></u> Date posted and verified: <u>MM/DD/YYYY</u>

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POLICY TITLE	Scheduling Campus Facilities	Policy Number	425
Section	Facilities, Operations, and Information Technology	Approval Date	
Subsection	Facilities and Scheduling	Effective Date	
Responsible Office	Office of the Vice President of Finance and Administration		

1.0 PURPOSE

1.1 The Utah State Board of Regents has directed that each institution develop policies that provide convenient and appropriate means for approving and scheduling the use of campus facilities. Utah Valley University strives to serve its campus community and the community at large by offering its facilities for use when possible. This policy governs how requests for the use of UVU facilities are approved, what requirements those using UVU facilities must meet, and what types of fees are charged for university and non-university entities.

2.0 REFERENCES

2.1 Utah Code 20a-8-404

2.2 Utah State Board of Regents' Policy R255 *Scheduling and Authorizing Use of Campus Facilities*

2.3 Utah State Board of Regents' Policy R751 *Capital Facilities Space Scheduling and Assignment*

2.4 UVU Policy 157 *Alcoholic Beverages, Unlawful Drugs, and other Illegal Substances*

2.5 UVU Policy 158 *Tobacco*

3.0 DEFINITIONS

3.1 Co-sponsored events: Events that are the result of a formalized professional relationship between university and non-university entities. These events include, but are not limited to, conferences, programs, workshops, activities, or seminars held at university facilities and properties.

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3.2 Fronting: When a university or non-university individual or organization uses university space/facilities and services under the false representation to the scheduling office that the activity is a co-sponsored event.

3.3 Non-profit entity: An organization with IRS 501C3 or 170B1A status.

3.4 Non-university entity: Any non-UVU group that is not covered by the state of Utah Risk Management insurance and receives no operational funding from UVU.

3.5 University entity: Any group funded by UVU and covered by the state of Utah Risk Management insurance.

4.0 POLICY

4.1 Use of campus facilities, whether by non-university or university entities, shall not interfere with instructional activities or any other part of the institution's mission. Co-sponsored events shall follow the same requirements as university entities.

4.2 Fronting, as defined in section 3.2, is prohibited.

4.3 Certain offices and others are designated by President's Council for scheduling university facilities. The appropriate scheduling office shall inform both university and non-university entities of university policies and procedures and ensure all requirements are met prior to use of the facilities.

4.4 All events must be scheduled through the appropriate scheduling office. Requests to use university facilities may be reviewed for health and safety concerns and for compliance with university policy and with state and federal law. Appeals to the decision of the involved scheduling office may be made to the Associate Vice President of Facilities Planning and the Vice President of Finance and Administration.

- 1) The event must fulfill a part of the mission and purpose of the club as stated by the club's constitution and charter form.
- 2) The club must be heavily involved with all aspects of the planning and publicity and is required to participate in the event. Only the authorized club officer or faculty sponsor may submit scheduling requests.
- 3) The non-university entity must also be involved in the planning and implementation of the co-sponsored event.

The hosted event must be supported in full or part by a university department, UVUSA, or university-chartered club and scheduled as part of the university entity's mission. University
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entities must assume responsibility for any costs that may be associated with the event. The university entity must have a major role in the planning and hosting of the event and provide services and resources for the event. A representative of the university entity must execute an appropriate university agreement prior to the event.

5.0 PROCEDURES

5.1 University Offices Responsible for Facility Scheduling

5.1.1 The President's Council has designated these university entities with the responsibility for scheduling university facilities as follows:

University Office/Department	Facilities Responsible For
Academic Scheduling and Curriculum	Classrooms and Labs (for credit classes only)
Events Center Office	Baseball Facility Events Center Events Center parking lots
Office of Engaged Learning	Capitol Reef Field Station
Sorensen Center Scheduling Office	Ragan Theatre Sorensen Center Student Life and Wellness Center
Campus Scheduling	All other university facilities, including, but not limited to: Alumni and Visitors Center Building L Library Outside areas (such as courtyards) Playing fields Parking lots Streets Wasatch Campus West Campus

5.2 Scheduling, Fees, and UVU Dining Services

5.2.1 All non-university or university department co-sponsored events must be accompanied by a rental/use agreement prepared by the appropriate scheduling office. Refer to the appropriate scheduling office's website for fees, cancellations, and refund information.

5.2.2 For all scheduled events in university facilities (with the exception of the events center, the baseball facility, and the Capitol Reef Field Station), any and all food must be scheduled through UVU Dining Services. On-campus groups may provide their own food with written approval

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from UVU Dining Services. UVU Dining Services has first right of refusal for providing food and beverage service for all events scheduled on UVU campuses (excluding Building L, Wasatch Campus, and the events center); if UVU Dining Services cannot accommodate the request, UVU Culinary Arts may be considered.

5.3 Fronting

5.3.1 When it is determined that university and/or non-university entities have been fronting, their event will be canceled and they will be charged the full rental fee for the event.

5.3.2 Non-university entities that have engaged in fronting shall be forbidden from scheduling any events in the future on university property.

5.3.3. University entities that have engaged in fronting may be charged a rental fee for the current event and any future events; university employees that have engaged in fronting may face discipline.

5.4 Use of University Facilities by University Entities

5.4.1 University department or state entities may be required to pay expenses including, but not limited to staffing, custodial, sound and lighting, piano tuning and moving, security, etc. An estimate of these expenses will be provided before entering the required use agreement. An estimate is not binding; other costs that may arise will be billed.

5.4.2 University-sponsored events or users charging a registration fee will be charged a usage fee per registrant. (This does not apply to the events center or the Capitol Reef Field Station.)

5.4.3 Scheduling requests for university-chartered clubs must be made by the club officer or club advisor.

5.5 Use of University Facilities by Non-University Entities

5.5.1 For non-university entities requesting space for the sole purpose of hosting a meal fully catered by UVU Dining Services, no insurance is required.

5.5.2 All non-university entities are required to pay a rental fee and expenses; university department co-sponsored entities are required to pay a usage fee. Fees are charged as follows:

- 1) The events center charges fees to all entities.
- 2) The Capitol Reef Field Station charges a rental fee to all entities.



5.5.3 Non-profit organizations will be charged half-price rental for all University facilities, excluding the Alumni and Visitors Center, events center, the baseball facility, and the Ragan Theater. Documentation is required as proof of IRS501C3 and 170B1A status.

5.5.4 Only Campus Scheduling is authorized to schedule department labs, fields, etc., for non-credit events and/or to non-university entities. University entities or non-university entities that wish to schedule these facilities for non-credit events must do so through Campus Scheduling.

5.6 Scheduling Sorensen Center Facilities

5.6.1 In this order, the Sorensen Center Scheduling Office will give priority scheduling to: 1) UVUSA, 2) university entities, and 3) non-university entities. UVUSA must submit their master calendar by June 1 for scheduling requests for the coming academic year; after June 1, all scheduling requests will be considered based on the receipt date of the request.

5.6.2 Campus Scheduling and the Sorensen Center Scheduling Office do not accept scheduling requests from students unless it is for a private, personal event (such as a wedding) unrelated to university functions.

5.6.3 Instructors are required to submit requests on behalf of their students for all functions related to academic classes.

5.7 Scheduling the Events Center and Baseball Facility

5.7.1 In this order, scheduling priority is given to: 1) University entities, 2) UVU Athletics, and 3) non-university entities. When conflicts occur over scheduling of events, the events center director and the events center Board decide which event has precedence and is in the best interest of the University.

5.7.2 The events center prioritizes the catering for meals through 1) UVU Culinary Arts, 2) UVU Dining Services, and 3) outside vendors for required services.

5.7.3 Concessions are run by the events center. They may also work with outside vendors to come into the events center and baseball facility to sell their products.

5.7.4 The events center charges a fee plus expenses determined by the events center director and the events center Board for the use of any room space in the event center and the baseball facility. A non-refundable deposit is required.

5.8 Scheduling Classrooms for Credit Classes



5.8.1 The Academic Scheduling and Curriculum (ASC) office coordinates with all academic departments in the production of semester class schedules for credit classes. Classroom and specialty lab space for credit classes is scheduled in the following order for each semester:

- 1) Priority scheduling
- 2) Existing academic class sections
- 3) Additional academic class section requests
- 4) Supplemental time requests

5.8.1.1 Priority scheduling is given to the following:

- 1) Accessibility Services Department requests, as required by law, for student and faculty needs;
- 2) Dedicated or specialty labs (science, art, computer, etc.);
- 3) Space approved by the AAVP;
- 4) Special programs (Learning Communities, Structured Learning Assistance, etc.).

5.8.1.2 Scheduling of active academic class sections are:

- 1) Based on initial proofing reports reviewed by academic departments.
- 2) Based on academic department building preferences, section enrollment limits, and room capacity.

5.8.1.3 To maximize space utilization, active academic class sections must adhere to standard start times as published to ASC's web page.

5.8.1.4 Additional academic class section requests are:

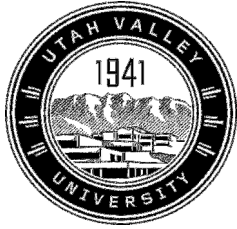
- 1) Processed based on receipt date.
- 2) Accepted only from authorized department scheduler(s) or department chair.

5.8.1.5 Supplemental time requests:

- 1) Must be directly related to a class section (seminar, guest speaker, study time, etc.) and must be an event to which the public is not invited. (If the public is invited, the event must be scheduled through Campus Scheduling.)

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2) Accepted only from authorized department scheduler(s) or the department chair.

5.8.1.6 Students in need of space for personal study/review sessions must schedule the library group study rooms through the library website.

5.8.1.7 Non-academic requests for use of classrooms and labs can begin:

Fall Semester– July 15

Spring Semester– November 1

Summer Semester– March 1

5.9 Scheduling the Capitol Reef Field Station

5.9.1 Scheduling is done on a semester basis. Each semester has a posted deadline for reservation requests, which can be found the CRFS website. All requests received by the deadline are reviewed together and approved or denied. Any reservation requests received after the semester deadline are reviewed on a first-come, first-served basis.

5.9.2 Reservation requests are reviewed and rated by the Director, Associate Director, and Site Manager, who make all decisions regarding approvals/denials based on how the proposed activities relate to the mission of CRFS.

5.9.3 Once a group's reservation has been approved, an approval notice is sent along with an invoice. The invoice must be paid in full within four weeks of the notice, or the group's reservation will be canceled.

5.9.4 Reservation requests submitted less than two weeks in advance of the proposed visit will not be considered.

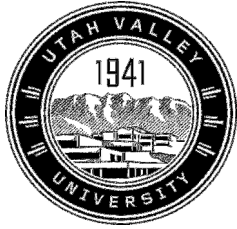
5.9.5 Utah Valley University reserves the right to deny, reassign, or terminate a meeting or event at CRFS when the event scope is beyond the physical or technical abilities of the facilities at CRFS or if security, safety, and environmental concerns cannot be adequately addressed. Reservation requests may also be denied or canceled if the organization or event is in conflict with University policies or regulations. In addition, Capitol Reef National Park may cancel or delay an event for safety or security reasons, including while an event is in progress.

5.9.6 Fees, cancellations, and length of stay permitted are described in detail on the CRFS website.

5.10 Scheduling the Library

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5.10.1 To maintain the library as a place of study, library rooms shall not be scheduled for social events, including, but not limited to, weddings, wedding receptions, parties, reunions, etc. Library rooms may not be scheduled for off-campus organizations unless the event is in accordance with the mission of the University and is co-sponsored with a UVU entity.

5.10.2 All organizations requesting to reserve library rooms must first check availability in the Sorensen Center. If space is available in the Sorensen Center, the event must be scheduled there unless otherwise approved by library administration.

5.11 Requests to Film or to Perform Photo-shoots on UVU Campus

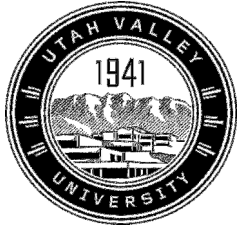
5.11.1 Requests to film or perform photo-shoots on campus shall not interfere with any previously scheduled events.

5.11.2 The scheduling of all non-university entities requests for filming (which also includes the filming of conference and workshop sections) or performing photo-shoots requires the following approvals:

- 1) The appropriate scheduling office must approve the filming or photo-shoot date and time.
- 2) The appropriate scheduling office will send the film scrip or photo-shoot description to the Associate Vice President of Marketing for review and approval. This approval must be obtained at least ten business days prior to the requested date of filming or shooting.

5.11.3 The scheduling of filming for academic classes must have the approval of the appropriate scheduling office at least five business days prior to the requested date of filming. Class instructors shall review and approve the topics covered by student filming. Instructors are required to submit scheduling requests on behalf of their students.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity



Utah Valley University Policies and Procedures

Title	Scheduling Campus Facilities	Number	425
Section	Facilities, Operations, and Information Technology	Approval Date	Oct 19, 2006
Subsection	Facilities and Scheduling	Effective Date	Oct 19, 2006

I. Purpose

A. ~~Currently there are two policies relating to scheduling facilities on campus. In an effort to promote better coordination and make scheduling on campus easier for end users, this policy combines scheduling offices and procedures.~~

II. Terms

A. ~~Central Scheduling Office: Located in Facilities and the Sorensen Student Center.~~

B. ~~Non university entity: Any group that is not covered by UVU's Risk Management insurance and receives no operational funding from the university.~~

C. ~~University entity: Any group funded by the college and covered by UVU's Risk Management insurance.~~

D. ~~University facilities: Any college room, classroom, lab, playing field or any physical space owned by or supported by the College.~~

III. Policy

A. ~~All scheduling of institutional facilities must be scheduled through the university's Central Scheduling Office.~~

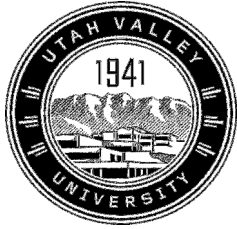
B. ~~The Central Scheduling Office will inform all non university entities of university policies and procedures and require all forms to be completed prior to use of the facilities.~~

C. ~~The Central Scheduling Office will also schedule facilities for all university entities. The Central Scheduling Office will make reasonable efforts to accommodate space requests by institutional entities.~~

IV. Procedures

A. ~~All events must be scheduled through the Central Scheduling Office. Application for use of institutional facilities may be reviewed on a basis for health and safety concerns and other institutional policies. Appeals to the decision of the Central Scheduling Office may be made to the Office of the President.~~

B. ~~Facilities will not be rented to non university entities for commercial purposes without the written approval of the Board of Trustees. Due to the nature of the function of the McKay Events Center, including the baseball facility, this procedure will not apply to the McKay Events Center and the baseball facility.~~



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- C. ~~With the exception of the Sorensen Student Center, rental income will be deposited into a dedicated credits account. Department reimbursements will be done once a year after evaluations of the dedicated credits account.~~
- D. ~~There is a standard set up for wedding receptions. If a non standard set up is required there will be an extra charge, to be negotiated with the university.~~
- E. ~~All events must be accompanied by a rental/use agreement prepared by the Central Scheduling Office. Campus departments may not schedule department labs, fields, etc. to non-campus groups without scheduling through the Central Scheduling Office.~~
- F. ~~Cancellations must be made 1 week prior to an event to avoid assessment of fees.~~
- G. ~~Any and all food must be scheduled through the Dining Services Office for scheduled events.~~
- H. ~~Non-university Entities: A non-university entity is defined as any group or individual that is non-university funded. State Risk Management requires any outside entity renting or using the facilities to purchase insurance or submit a Certificate of Insurance listing the university as certificate holder.~~
- I. ~~Rental fees:~~
- ~~1. University or State Entity (actual University or State department) may be required to pay the actual expenses that are over and above the normal operating costs. An estimate of these expenses will be provided with the use agreement.~~

2. Non-university Entity

Facility	During Regular School Hours (Up to 4 hours)	During All Other Hours (more than 4 hours during one day)
Classrooms	\$50	\$75
Conference Rooms	\$50	\$75
Concourses (carpeted or cement)	\$150	\$300
Courtyard	\$300	\$300
Backup Fee 1/2 room rental rate		
Outside Grounds Usage (PE, EB fields, athletic fields, etc.)	\$150	\$500
Parking Lots	\$1 per stall with a minimum charge of \$200	
PE Building (Activity Center)		\$500 per hour
Sorensen Student Center Conference Rooms		\$20 per hour

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Centre Stage		\$40 per hour
Grand Ballroom		\$125 per hour
Ragan Theater		\$60 per hour
Dining Services	No charge for room for up to 4 hours with a full meal	

~~*Scheduling of labs or specialized classrooms requires approval of the appropriate department chair, and those rooms may be charged at different rates.~~

~~3. Non-profit IRS 501C3 and 170B1A Organizations: Classrooms \$10.00 per hour, ½ price rental for Sorensen Student Center rooms.~~

~~4. All UVU sponsored conferences or users charging a registration fee will be charged \$2.00 per registrant wear and tear fee.~~

~~J. The Sorensen Student Center will give priority scheduling to ASUVU. ASUVU must submit their master calendar by June 1 for scheduling requests for the coming academic year. After June 1, all scheduling requests will be considered on a first come, first served basis.~~